

**MINUTES OF THE ANNUAL COUNCIL MEETING
OF BIRCHWOOD TOWN COUNCIL, HELD AT
PARKERS FARM COMMUNITY CENTRE, DELENTY DRIVE, RISLEY
ON TUESDAY 22ND MAY 2018**

Present: Councillor D. Ellis in the Chair
Councillors Allman, Atkin, Breslin, J. Ellis, Evans, Fitzsimmons,
M. Hearldon, T. Hearldon and Reeves

Clerk – Mrs. F. McDonald
Deputy Clerk – Mrs. C Caddock
Business and Finance Officer - Mr. G. Crowe

1 resident

Apologies: Councillors Bowden and Nelson

043/18-19 **APPOINTMENT OF CHAIR 2018/2019**

This being the Annual Council Meeting, Councillor Ellis called for nominations for the office of Chair for the next municipal year.

It was **proposed** by Councillor M. Hearldon and **seconded** by Councillor Fitzsimmons that Councillor Atkin be nominated for the office of Chair.

RESOLVED: unanimously that Councillor Atkin be appointed Chair for the municipal year 2018/2019.

Councillor Atkin accepted the appointment and signed the Declaration of Acceptance of Office in the presence of the Clerk and Business and Finance Officer.

Councillor Atkin in the Chair

On accepting the office of Chair, Councillor Atkin thanked Members for their support and thanked outgoing Chair, Councillor D. Ellis for his hard work throughout the previous year.

044/18-19 **APPOINTMENT OF VICE CHAIR**

Councillor Atkin then called for nominations for the office of Vice Chair for the municipal year 2018/2019.

It was **proposed** by Councillor D. Ellis and **seconded** by Councillor Allman that Councillor Reeves be nominated for the office of Vice Chair.

RESOLVED: unanimously that Councillor Reeves be appointed Vice Chair for the municipal year 2018/2019.

045/18-19 **APPOINTMENT OF LEADER OF THE COUNCIL**

This is a position that Birchwood Town Council chooses to elect a Member to. The role and function of the Leader is set out in the Council's Standing Orders, regarding appointments.

Councillor Atkin called for nominations for the office of Leader of the Council for the municipal year 2018/2019.

It was noted by Councillor Atkin that although Councillor Bowden could not be present at tonight's meeting, he had indicated that he was happy to stand for this position again.

It was **proposed** by Councillor T. Hearldon and **seconded** by Councillor D. Ellis that Councillor Bowden be nominated as Leader of the Council.

RESOLVED: unanimously that Councillor Bowden be appointed Leader of the Council for the municipal year 2018/2019.

046/18-19 **CODE OF CONDUCT FOR MEMBERS**

All Members have a duty to abide by the official national guidelines regarding the Local Authorities (Model Code of Conduct) Order 2007 (S1 No 1159) which came into effect on the 3rd May 2007.

At its meeting on 26th June 2012, Birchwood Town Council adopted the same Code of Conduct also adopted by Warrington Borough Council (which was updated in June 2016), to promote and maintain high standards of conduct. The Code has been adopted under section 27 of the Localism Act 2011 and is based on the following core principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It sets out general obligations about the standards of conduct expected of members and co-opted members of the Council, together with provisions about registering and declaring interests. It can be found on the Town Council's website:

<http://www.birchwoodtowncouncil.org.uk/council/code-of-conduct>

Members were requested to formally record their adoption of the Code of Conduct to operate for the period June 2018 – May 2019.

It was **proposed** by Councillor Fitzsimmons, **seconded** by Councillor Evans and unanimously **resolved:** that the Town Council formally record its adoption of the Code of Conduct.

047/18-19 **ADOPTION OF GDPR POLICY DOCUMENTS**

The Chair asked Members to consider the following sequence of document policies (some of which were listed in the late papers) relating to the new GDPR which come into effect on 25th May 2018; these need to be adopted and several are required to be published on our website, prior to 25th May:

- (i) Information & Data Protection Policy
- (ii) Information Security Policy
- (iii) Document Retention Policy
- (iv) General Privacy Notice
- (v) Privacy Notice for Councillors, Staff and Role Holders
- (vi) Template for information sharing or processing agreement
- (vii) Subject Access Policy
- (viii) Data Breach Notification Policy
- (ix) (Draft from ChALC) Reply to Subject Access Request (SAR) providing part of the personal data remainder exempt
- (x) (Draft from ChALC) Reply to SAR providing the personal data
- (xi) (Draft from ChALC) Reply to SAR – unable to provide information requested
- (xii) (Draft) Contact Details Consent Form; which includes a slight change to paragraph four of the disclaimer which now notes the new GDPR and links to the new privacy policy.

Members discussed the GDPR policies. It was noted that the draft policies would require some 'personalisation' to make them specific to Birchwood Town Council, but the general contents were agreed in principle.

Councillor Evans **proposed**, Councillor D. Ellis **seconded** and it was unanimously **resolved** that the above policies (with 'personalisation' where necessary) are approved.

048/18-19 **STANDING ORDERS 2018/2019**

The BAFO stated that there were no changes to the Standing Orders since May 2017 and requested that Members consider formally adopting the Standing Orders 2018 document.

It was **proposed** by Councillor Evans, **seconded** by Councillor Reeves and unanimously **resolved** to formally adopt the amended Standing Orders (previously amended in June 2015 and last adopted in May 2017).

049/18-19 **FINANCIAL REGULATIONS 2018/2019**

The BAFO asked Members to note some minor changes and also some updates (specifically to items 5.5 and 6.2, relating, as per our internal auditor's guidance, to a sample of BACS payments being verified/authorised monthly by the Chair or a Member of the Finance Sub-committee). This is detailed in Appendix A.

It is additionally noted that a second account was opened in 2017/2018 with the Nationwide (replacing the Barclays account) details of which are specified in Appendix B.

The BAFO confirmed that Councillor D. Ellis remains as an additional signatory on the Nationwide Account regarding the transfer of funds, should either the Clerk or BAFO not be available to sign when this service is required.

The BAFO asked Members to note a clarification made in item 17.1 regarding the payment of salaries and he stated that item 17.3 now confirms that the Risk Assessment Exercise for financial and operational processes will be attached as Appendix C.

The BAFO asked Members to consider formally adopting this new Financial Regulations document.

It was **proposed** by Councillor D. Ellis, **seconded** by Councillor M. Hearldon and unanimously **resolved** to formally adopt the amended Financial Regulations, with the additional deletion to be made as set out by the BAFO and which had been copied to Members in their papers (previously amended and adopted in May 2017).

050/18-19 **APPOINTMENT OF THE COUNCIL'S SUB-COMMITTEES – 2018/2019**

Councillors discussed the appointments to sub-committees and Members were asked if they wished to be considered for any particular committee.

It was **resolved**: that there would be three sub-committees for 2018/2019 as follows:

1. Finance, Audit and Personnel
2. Youth, Leisure and Environment
3. Policy, Strategy and Engagement (see below)

It was **resolved**: that the appointments to the three sub-committees are:

- | | |
|---|---|
| (i) Finance, Audit and Personnel
Sub-committee | Councillor Atkin
Councillor Bowden
Councillor Breslin
Councillor D. Ellis
Councillor Evans
Councillor Fitzsimmons
Councillor Reeves |
|---|---|

- | | | |
|-------|--|--|
| (ii) | Youth, Leisure and Environment
Sub-committee | Councillor Bowden
Councillor Fitzsimmons
Councillor T. Hearldon
Councillor M. Hearldon
Councillor J. Ellis
Councillor Nelson
Councillor Reeves |
| (iii) | Policy, Strategy and Engagement
Sub-committee | All Members |

051/18-19 **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES:**

Councillors discussed the appointment of representatives to outside bodies and **resolved that:** the representatives on outside bodies for 2018/2019 would be as follows:

- (a) **Your Housing Group**
Councillor Bowden
Councillor J. Ellis
- (b) **Birchwood Forum**
Councillor D. Ellis
Councillor Reeves
- (c) **Police Representative**
Councillor D. Ellis
- (d) **Friends of Birchwood Forest Park**
Councillor Allman
Councillor Evans
Councillor M. Hearldon
Councillor T. Hearldon
- (e) **Risley Moss**
Councillor Atkin
Councillor Evans
- (f) **Birchwood Youth and Community Centre Committee**
Councillor Breslin
Councillor D. Ellis
Councillor Nelson
Councillor J. Ellis
- (g) **Birchwood Partnership & Steering Group**
Councillor D. Ellis
Councillor Bowden
- (h) **Birchwood Sports Hall Management Committee**
Councillor Evans
Councillor Reeves
- (i) **Oakwood Community Association**
Councillor Evans

(j) **Birchwood Carnival Committee**

Councillor Atkin
Councillor Bowden
Councillor Breslin
Councillor D. Ellis
Councillor T. Hearldon
Councillor M. Hearldon
Councillor Nelson

(k) **Warrington Rights of Way Forum**

Councillor Evans

Councillor D. Ellis proposed, Councillor Evans seconded and it was resolved that: The Minutes of the Council Meeting held on 24th April 2018 be approved as an accurate record and signed by the Chair.

Code of Conduct – Declaration of Interests

The Chair reminded members of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda, no later than when the item is reached.

Councillors Allman, Evans, M. Hearldon and T. Hearldon – the Friends of Birchwood Forest Park

Councillors Allman and Evans – Oakwood Community Association

Councillors Allman, D. Ellis and J. Ellis – the Youth & Community Centre Committee

Councillors Atkin, Breslin, D. Ellis, T. Hearldon and M. Hearldon – Birchwood Carnival Committee

052/18-19 **PUBLIC PARTICIPATION**

(a) **Police Monthly Update**

There was no Police presence at tonight's meeting. However, PC Gareth Frith had emailed a brief report to the Council earlier in the day, relating to occurrences reported to Cheshire Police during May (to date) 2018, as follows:

Burglary, theft from motor vehicle, theft of motor vehicle

- There have been no instances of burglary this month.
- There have been no instances of burglary other than in a dwelling this month.
- There have been no instances of theft from a motor vehicle this month.
- There have been three instances reported of theft of motor vehicles from the Birchwood area. One involves the theft of a motorcycle from a residential address, whilst the other two are theft of hire cars. The offences did not actually occur in Birchwood, however given it is the registered address of the parent company it has been accepted as the occurrence location.

Anti-social behaviour

There have been a number of low level anti-social behaviour incidents, however there are no patterns or repeat perpetrators identified as yet, and the numbers reported are at this stage comparatively low.

Traffic management

- PCSO has undertaken Tru Cam tasking at Ordnance Avenue, and whilst only present for a short period before being tasked elsewhere, she did manage to record one motorist travelling at excess speed.
- There should be two Tru Cams very shortly for the PCSO workforce to utilise, which should enable more of this type of work to be undertaken in this area.

Other incidents of note

- The Warrington East PCSO team have been moved back to Risley Police Station, where they currently book on and off duty. This is in response to the PCC's vision for neighbourhood policing, which sees local officers based in their local communities. The beat managers and beat sergeants at present still book on at Warrington Police Station and no indication has yet been given that they will join the PCSOs at outstations.
- An update from last month's report, the suspects have been identified for the school damage incidents and are to be interviewed at a police station and the Youth Offending Services notified.
- PCSO Jones has spoken to Councillor D. Ellis in relation to Trolley Angels and will arrange a suitable time to undertake this with him. May I take this opportunity to apologise for the police non-attendance at previously organised dates, and to assure you this will not occur again.
- The travellers on Birchwood Park are at the time of typing being removed.
- There has been a criminal damage incident at a repeat location, which is a dwelling in the Birchwood area. PC Frith will again be speaking to Your Housing and the resident about his available options.
- The Birchwood Police Facebook Page is continuing to grow in popularity, and PCSO Jones is kept busy replying to queries and questions and updating it with work undertaken. We continue to press the message however that the accepted means of reporting incidents remains a call to 101. The Facebook page is not monitored 24 hours a day, only on duty time by PCSO Jones, and it is important that issues are reported and recorded correctly, and this is a message we continue to reaffirm across all our beat teams.
- PCSO Jones has been out with local enforcement teams and undertaken patrol in Locking Stumps park in relation to dog fouling. She viewed CCTV of the area and whilst unable to identify the offender she has increased the number of warning signs, and there have been no further reports of dog fouling.
- One date for the diary, 3rd June 2018, sees both Birchwood Carnival and the RAF day at Risley Moss. PC Frith and PCSO Jones will be attending both events.

Members wondered whether the reduction in the number of PCSOs from three to one in the area and the shift patterns of Officers will have a continuing detrimental effect on the Police presence at Town Council meetings.

(b) **Public Participation**

A resident asked whether a Section 61 notice had been issued to travellers who had occupied the old Foxwood School site on Chatfield Drive a while ago (this would prevent the return of unauthorised campers to the location within three months and carries criminal sanctions.) A Section 61 Notice can only be issued by the Police. The resident is concerned that the site appears to be secured solely by a padlock on the gate.

Councillor T. Hearldon commented that the Village Green and the ‘scrub’ land behind BetFred were also insecure.

Councillor Atkin stated that the sites that appear to be insecure/not sufficiently secure have been highlighted to the relevant landowners.

As there were no other questions from the public, the Chair declared the Public Participation part of the meeting closed.

053/18-19 **MEETING WITH BOROUGH COUNCIL OFFICERS**

The Clerk confirmed that a meeting took place on 15th May 2018. She and the BAFO, along with Councillors Atkin, D. Ellis, J. Ellis and Evans were able to attend. There were three senior Borough Council Officers at the meeting.

The Clerk has issued Members with the draft minutes of the meeting and summarised several of the matters raised. The minutes will be re-presented once those Councillors and Officers who attended the meeting have had a chance to consider this first draft and make any necessary amendments.

The agenda had included discussions regarding:

- Hedgecutting, landscaping – frequency/scheduling of work in Birchwood
- Litterpicking, including main routes, business areas, the station footbridge and bins
- Flytipping and dog fouling – reporting, investigation, enforcement and removal times
- Potholes and road surfacing
- Leacroft and Clayton Roads – business areas; litter, potholes and ownership
- Speed limits/other highways issues
- Flooding and blocked drains (inc. underpasses, Keyes Close and Roberts Fold)
- Street lighting – safety (inc. trees covering lamps)
- Partnership working
- Unsafe barrier – the cause of an injury to a member of Town Council staff
- Contact Centre – complaints from residents re: waiting times and outcomes of queries
- Communication with WBC – waiting times for responses
- Phase II Replanting Scheme
- Fireworks

Many of the above issues are now being looked into with regard to issues being addressed where possible by the Borough Council. There are plans to reintroduce ongoing meetings with the Borough Council to continue to improve our partnership working arrangements.

Regarding the last discussion point, re: Fireworks, although there is a community wish for some sort of firework event to be reintroduced, given the current financial situation that the Borough and all Local Councils are experiencing (which is expected to become more difficult next year due to the removal of Council Tax support from Central Government) it is highly unlikely at present that a display will be reintroduced in Birchwood.

From the Borough Council’s experience of large firework displays, a commercial operator would probably charge in the region of £1,000 per minute of fireworks. In addition, for the last firework display that took place a number of years ago, the cost of fencing and security far outweighed the actual cost of the fireworks.

054/18-19 **LEAKING WALL ADJACENT TO FIRE STATION**

The Clerk stated that there is currently nothing further to report regarding this matter.

055/18-19 **DOG FOULING**

This was discussed during the meeting with Borough Council Officers on 15th May 2018.

Residents can report any issues of dog fouling on 01925 443322 or via the following web link <http://www.warrington.gov.uk/report>.

056/18-19 **YOUR HOUSING GROUP (YHG)**

The Clerk said that a follow up meeting had been arranged following the initial meeting with YHG representatives. Councillors Atkin, Bowden, D. Ellis and J. Ellis are hoping to attend, with the Clerk and BAFO.

057/18-19 **VARIOUS ITEMS RAISED UNDER APRIL'S CLERK'S REPORT**

(a) **Flooding issues on Roberts Fold**

This was discussed at the meeting with Borough Council Officers on 15th May 2018.

(b) **Flooding in the Keyes Close underpass and the path between Goldfinch Lane and Partridge Close**

This was discussed at the meeting with Borough Council Officers on 15th May 2018.

(c) **Litter and damaged road surface on Leacroft and Clayton Roads**

This was discussed at the meeting with Borough Council Officers on 15th May 2018.

(d) **An unsafe barrier installed by Warrington Borough Council contractors at the top of the footbridge which crosses from Delenty Drive to Warrington Road**

This was discussed at the meeting with Borough Council Officers on 15th May 2018.

058/18-19 **PROPOSED MEETING WITH THE NEW SHOPPING CENTRE MANAGER**

The Clerk advised that we have not yet arranged a meeting with Mr. Gribben as Officers have been fully occupied with preparations for the Carnival and with all the administration and physical arrangements required regarding the implementation of the new GDPR; which come into force on 25th May 2018; on top of the normal day to day workload.

Resolved: Clerk's office to arrange for Mr. Gribben to meet with some Members of the Town Council after the Carnival has taken place.

059/18-19 **ACCESS GATE FROM POWELL AVENUE ON TO THE BUSINESS PARK**

At the April meeting, Councillor Reeves had reported that the business park has taken the decision that the access gate leading from Powell Avenue on to the business park will be permanently locked from now on.

Councillor Reeves added that one of the reasons given was that the gate was allegedly allowing some people who behave in an anti-social manner, easy access to the park.

Councillor Reeves had asked if the Town Council could request information from the Police, regarding the extent of any reports of anti-social behaviour on the park, as the monthly Birchwood Police Reports do not seem to indicate that there have been many, if any.

The Clerk stated that a report was requested and has been received from the Police and was circulated to Members as follows:

Below are the number and brief explanation of incidents of anti-social behaviour, vandalism, theft and criminal damage occurring on the Birchwood Business Park in Birchwood from 01/05/2017 to present day (13/05/2018).

ASB

There have been a total of 8 incidents of anti-social behaviour in this period. The majority of these have concerned youths congregating on the site near the pond and throwing stones and causing a nuisance for on-site security who they invariably then became verbally abusive towards.

This appears to have been done to provoke the security guards into chasing them, and police have attended on numerous occasions and have spoken to some of the youths involved. No assaults have been sustained, and in one instance an outside wooden table had had a small fire set on it and received minor damage.

No further police action has been requested by the management or security of the estate.

Vandalism

Although incidents of potential criminal damage have been reported within an ASB report, no damage has been sustained to any part of the business park other than the table noted above. On a number of the above occasions it has been noted that stones have been thrown around but with no damage sustained.

There has been one report of a vehicle being scratched.

Theft, theft from motor vehicle, theft of motor vehicle

There have been no instances of this type reported.

Miscellaneous

There have been several instances reported of concern for safety for persons on the business park, but these have transpired to be persons in distress requiring the assistance of emergency services. There have also been several reports of road rage style incidents, and one of Travellers arriving on site.

Members considered the report and felt that there does not appear to be any real justification for the business park siting 'anti-social behaviour' as a reason for closing the gate.

Councillor Reeves reminded those present that locking the access gate does not prevent anybody getting on to the business park, the rest of the perimeter is open access from several main road routes.

Councillor Reeves said that it inconveniences employees who have been encouraged to walk or cycle to work, since the gate was first installed during the Hillsborough Inquiry and included in the park's Green Travel Plan as road-free pedestrian and cyclist access; it was a convenient route for many people to use to get to and from work and reduced their journey time. It was also a safer route for cyclists and pedestrians as it meant that many people did not have to walk or cycle in or around busy roads and car parks.

It has been suggested to the business park that perhaps the gate could be unlocked during working/commuting hours and locked during the evening/overnight; but this idea has been rejected by them.

Members feel that the closing of the gate, apparently without any reasonable consideration, is an unhealthy attitude.

Councillor D. Ellis noted that the cars that used to park at the top of Powell Avenue, near the gate, have now gone.

Councillor Atkin said that he has received emails from residents who are employed on the park complaining about the closure of the gate and wondering whether there is a 'secondary reason' why the gate has been closed – using the 'catch all' of anti-social behaviour as an excuse. It has been noted by some employees that closing the gate prevents access to a sandwich van, which used to park for half an hour a day on Powell Avenue, that sells relatively cheap sandwiches and was convenient to access.

Councillor Atkin suggested that perhaps he and the Clerk could arrange a meeting with their Facilities Manager and try to find a compromise that would suit both residents/employees and themselves.

Councillor J. Ellis said that she thinks it is important to make the point that it is creating a 'them and us' situation.

Councillor Breslin commented that as the Borough Council now owns the park, perhaps they should be made aware that their site is being partially closed off to their residents; making it more difficult for some of them to access the facilities; which are also open to the local community.

Following further discussion, it was suggested that Councillor Atkin and the Clerk should try to arrange a meeting with the business park regarding this matter.

Resolved: Clerk's office to contact the park owners regarding this matter.

NEW ITEMS RAISED UNDER THE CLERK'S REPORT TO THE COUNCIL

060/18-19 **WARRINGTON BOROUGH COUNCIL**

- (a) Received – Press release re: Risley Moss Observation Tower.
- (b) Received/sent – Various correspondence regarding verge parking, following a complaint received by a resident re: parking near/on the takeaway path in Locking Stumps; with a request for a bollard to be installed. The resident is unhappy with the response from the Borough Council.
- (c) Received – WBC's 'Flood & Coastal Risk Management – Performance and Review – April 2018' update; presented to WBC's Extreme Weather Board on 2nd May 2018.
- (d) Received – Details of the Oakwood Community Association's May Meeting.
- (e) Received – Neighbourhood Bulletin – March/April 2018.
- (f) Sent - Email and copy of a letter sent on behalf of residents of Havisham Close regarding some alleged dangerous trees; requesting that the Borough Council investigates this as a matter of urgency.

The Borough Council Landscapes Team will investigate this within 28 working days (from 16th May 2018) – reports regarding health and safety matters are prioritised and will be treated as priority.

- (g) Received – Traffic Notices re: Warrington East Phase 2 works – these have been published on our Facebook page.
- (h) Received – Minutes from the recent Oakwood Community Association Meeting; the next meeting will be held on 4th June 2018.

061/18-19 **BIRCHWOOD FORUM**

- (a) Received – Invitation to the ‘Travel and Transport Update’ event; May 2018.
- (b) Received – Copy of the Consultation for comment on the Cheshire and Warrington LEP Draft Transport Strategy

062/18-19 **YOUR HOUSING GROUP (YHG)**

Sent – emails re: ongoing flytipping near 42 Whitethroat Walk (query whether it is on GGHT or YHG land).

063/18-19 **MISCELLANEOUS CORRESPONDENCE**

- (a) Received – Various update/information emails from Warrington Voluntary Action.
- (b) Received - Various LGC briefing emails.
- (c) Received – Query from a resident asking whether planters could be installed at the entrance to Copperfield Close (two storm damaged trees were removed last year by WBC; with no plans to replace them).

Councillor D. Ellis commented that this site does appear to be appropriate for planters.

Councillor Fitzsimmons suggested looking into whether this and maybe other sites could be identified as potential areas for additional planters.

Resolved: Clerk’s office to check the feasibility of putting planters at the Copperfield Close site with the Borough Council.

- (d) Received – Dementia Action Week event timetable and invitation to all residents to a drop-in event on 24th May to the ‘Dementia Information Fayre’.
- (e) Received – Query from Stockton Heath Parish Council’s Clerk, asking whether the Town Council would be interested in taking on a contract to plant, water and maintain 23 various planters and planting, including at their War Memorial. A reply has been sent explaining that the Town Council does not have any spare resource capacity and that, as a general rule, unless there are exceptional circumstances or an emergency, our staff are not permitted to work outside of the Birchwood area.
- (f) Received/sent – Various emails between a resident, the Chair of the Town Council, the Woodland Trust & The Friends of Gorse Covert Mounds re: flytipping on Silver Lane.
- (g) Sent/received – Emails re: queries about the land ownership of the path running between the Sellafield Building and Rutherford House.
- (h) Received – From the Big Lottery Fund – details re: The Big Lunch 2018 (3rd June).
- (i) Received / sent – Correspondence re: the confirmation the Town Council office does not require a TV Licence.
- (j) Received - a poster advertising ‘An Evening of Cultural Diversity’, at Walton Hall & Gardens on Thursday 12 July at Walton Hall and Gardens.

064/18-19 **CHESHIRE POLICE**

- (a) Received – Various alerts from the Cheshire Police Alert System.
- (b) Received – Neighbourhood Watch e-newsletter ‘Our News’ April/May 2018 edition.

- (c) Received – Email from Neighbourhood Inspector, Neil Drum; updating us that, as of 17th May 2018, the PCSOs serving with Warrington East Beat Management Team are no longer stationed at Charles Stewart House and they are now stationed at Risley Police Station. On a daily basis the officers will commence and finish their shifts at Risley Police Station, however they will be spending the majority of each of shift on their ward areas undertaking engagement with the community, problem solving issues and conducting visible patrols.

PCSO Gina Jones is the dedicated PCSO for Birchwood.

065/18-19 **CHESHIRE ASSOCIATION OF LOCAL COUNCILS (CHALC), NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC), SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)**

- (a) Received – ChALC weekly e-bulletins and details of training courses.
- (b) Received – Invitation to the ChALC Transport Strategy event, taking place in Middlewich on 12th June.
- (c) Received - NALC Chief Executive Bulletins.
- (d) Received – SLCC e-news bulletins.

066/18-19 **PUBLICATIONS RECEIVED**

LGC – 26/04/2018, 10/05/2018
Clerks & Councils Direct – May 2018
The Clerk – May 2018

067/18-19 **MEMBERS' REFERRALS MADE VIA THE CLERK PRIOR TO THE MEETING FOR CONSIDERATION AT THIS COUNCIL MEETING**

There were no Member's referrals made prior to the publication of the Clerk's Report.

Councillor Atkin reminded Member's that wherever possible, Member's referrals should be submitted to the Clerk in advance, giving sufficient time for them to be approved by the Chair prior to publication.

068/18-19 **CURRENT PLANNING APPLICATIONS FOR COMMENT AND OBSERVATION AND OTHER RELATED PLANNING ISSUES**

(a) **Warrington Borough Council**

Received – Documents for the Development Management Committee meeting on 16th May 2018. There were no items of specific relevance to Birchwood on the main agenda for discussion at this meeting.

069/18-19 **ENFORCEMENT CASES**

Lists of enforcement cases recently opened/closed have been received.

070/18-19 **PLANNING DECISIONS**

- (a) Application No. 2018/32236 5 Kelsall Close, Birchwood. WA3 6LZ Proposed single storey rear extension. **Approved with conditions**
- (b) Application No. 2018/32261 Atlantic House, Birchwood Boulevard, WA3 7WE Retrospective application for the erection of one fascia sign. **Approved with conditions**

- (c) Application No. 2018/32379 Exchange House, Kelburn Court, WA3 6UT Internally illuminated flex face box signs, utility sign, individual cut letters sign. **Approved with conditions**
- (d) Application No. 2018/32262 65 Applecross Close, Birchwood, WA3 6XB Lawful Development Certificate – proposed removal of conservatory and erection of single storey extension to rear of house. **Approved**
- (e) Application No. 2018/32339 9 Fern Close, Birchwood, WA3 7NU Lawful Development Certificate – proposed single storey rear extension. **Approved**
- (f) Application No. 2018/32194 23 Stonecrop Close, Birchwood, WA3 7PD Lawful Development Certificate – proposed garage conversion. **Approved with conditions**

071/18-19 **PLANNING APPLICATIONS**

All plans can be viewed via:

http://www.warrington.gov.uk/home/transport_planning_and_environment/Planning/Search_planning_applications/

Certain applications are not Planning Applications; therefore there is no statutory opportunity to allow 21 days for comments, e.g.: Non Material Amendment applications, Lawful Development Certificates (S192) and 28 day Prior Approval/Determination applications. These types of applications are received on an information basis only.

- (a) Application No. 2018/32564 6 Daniel Close, Birchwood, WA3 6QL Proposed garage and porch
- (b) Application No. 2018/32701 2 Leacroft Road, Birchwood, WA3 6NN Proposed 1 x illuminated pylon sign, 1 x illuminated fuso pylon sign, 1 x gateway sign, 2 x entrance signs, 2 x icon signs, 3 x information signs and 1 x fuso sign
- (c) Application No. 2018/32679 Land at the corner of Dewhurst Road and Benson Road, WA3 7PU. Proposed relocation of existing monolith sign & erection of a free standing single sided digital advertisement display unit (6m wide x 3 m high x 0.4m deep) & logo box (1.5m wide x 0.5m high)
- (d) Application No. 2018/32719 30 Falstone Close, Birchwood, WA3 6SU Proposed two storey side and single storey rear extension.
- (e) Application No. 2018/32840 24 Rangemoor Close, Birchwood, WA3 6UB Change of use of rear shed to be used as a dog grooming business.
- (f) Application No. 2018/32860 3 Aspull Close, Birchwood, WA3 7NE Proposed single storey side/rear extension.

Those Members present did not currently have any comments or objections to make regarding the above applications.

072/18-19 **STRATEGY & ACTION PLAN UPDATE**

Councillor D. Ellis stated that there was nothing further to add at this point regarding the Strategy and Action Plan.

Councillor Ellis confirmed that he had been able to retrieve the community consultation data from the Survey Monkey website; therefore, there is no need to renew our subscription to Survey Monkey at this point in time.

This part of the meeting concluded at 7.30 pm.